

DESKTOP PUBLISHING

Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to PBL members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making.

COMPETENCIES

Participants should be prepared to create, design, and produce useable copy on a computer using desktop publishing software.

In addition, participants will be tested on their understanding and mastery of basic desktop terminology and concepts, desktop application knowledge, desktop layout rules, and proofreading.

ELIGIBILITY

Each chapter may enter two (2) entries. A team of two (2) individuals must create each entry. The participants must be members of an active local chapter and be on record as having paid dues by **March 1** of the current school year.

Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program.

REGULATIONS

1. An entry form must be mailed to the state office postmarked no later than the designated deadline.
2. Participants must be selected in accordance with the regulations of the state chapter and the national association.
3. Participants must not have entered this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be **DISQUALIFIED**.
5. Participants must adhere to the dress code established by the Board of Directors or they will not be allowed to participate in the competitive event.

PROCEDURES

- ↳ Two (2) hours will be allowed for the skills test at the school-testing site. Additional time will be allowed for general directions. Participants will complete problems that **may** include application of the following:
 - Graphics
 - Text creation
 - Layout creativity
 - Selection of appropriate fonts and type sizes
- ↳ The team of two participants for this competitive event may use two computers. The participants may also choose to use a scanner and/or clipart. (Note: Participants desiring to use the official FBLA-PBL logo artwork may order a disk from the FBLA-PBL Resource Center) No other equipment may be used. The finished product may be submitted in black and white, or in color on plain paper.
- ↳ Word division manuals and dictionaries may be used as reference materials.

PROCEDURES (continued)

- ↳ Voice recognition software may be used where appropriate. The local chapter must provide the software.
- ↳ A one-hour (1) written objective test will be administered at the State Leadership Conference based on previously written COMPETENCIES and basic skill knowledge. If one team member is not present at the SLC, the other team member may be allowed to take the written test; however, both team members must be registered for the SLC and have taken the production test. The test is a collaborative test.
- ↳ Participants must furnish their own No. 2 pencils, erasers and pens.
- ↳ Advisers may accompany participants to the testing site, but must leave prior to testing. Students must be monitored during the entire skill test session by the designated administrator.

JUDGING

Judging of the skill test will be based on printed copy. The documents will be evaluated by a panel of judges. All decisions of the judges are final. The document score will count for 85 percent of the total score for this event.

The written objective test will be machine graded. The written objective test will count for 15 percent of the final score for this event.

AWARDS

A plaque is presented to the first place winners. Certificates are given to winners of second through fifth places.

PARTICIPATION AT NATIONAL

The participants winning first and second places will represent the state chapter at the National Leadership Conference. Please refer to the National PBL Chapter Management Handbook for guidance.

RATING SHEET – MISSOURI PBL



Desktop Publishing

Rank _____

School _____

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Usability					
Document effectively meets goals of the project	0	1-6	7-14	15-20	
Document addresses appropriate audience and shows good grasp of the concept	0	1-2	3-4	5	
Information effectively synthesized	0	1-2	3-4	5	
Technical Features					
Appropriate font selection (i.e., size, font type, mix, leading)	0	1-3	4-7	8-10	
Effective text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)	0	1-3	4-7	8-10	
Effective application of a special effect(s), which may include, but is not limited to, drop cap, shadowing, reverse type, screens, mirror images	0	1-3	4-7	8-10	
Layout					
Creative, original	0	1-3	4-7	8-10	
Appealing	0	1-3	4-7	8-10	
Selection and effective use of graphic(s)	0	1-3	4-7	8-10	
Overall Effort					
<ul style="list-style-type: none"> Comprehensive approach to the project Effective use of technology for the task Final product indicates a clear thought process and an intended, planned direction with formulation and execution of a firm idea 	0	1-3	4-7	8-10	

Total Points _____/100 max.

Penalty Points. Deduct points for each typographical, spelling, or grammatical error. _____

Final Score _____/100 max.

Comments:

RANKING SHEET – MISSOURI PBL

DESKTOP PUBLISHING

NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

↓ ↓ ✓ Winner
 Example: 1 2 6 = 9 2
 2 3 4 = 9 2 } Tied for second place

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.